

Glossary

Address 1

First line of address (e.g. street or PO box)

Address 2

Second line of address if applicable (e.g. suite number)

Amended Geographic Area

Editable field where you can change the area applying for, only use if you are not applying for the entire geographic area described.

Applicant

Individual or company that is applying for Designation or Export Registration

Availability

Select Full-Time if the Service Point is open for any customer to receive service.
Select Applicant Specific if the Service Point is only for a particular customer to receive service (e.g. onsite lab at an elevator)

Business Address

The physical address of the applicant

Class

Select whether Service Point provides Only Official or Official-Commercial or Both

Designation

Select the name of the area applying for

Geographic Area

This describes the boundaries of the area selected for Designation

Mailing Address

The address where the applicant receives postal mail.

Registration Year

The year the export registration application is to cover. The application is typically for the next year, unless the applicant has not registered for the current year.

Scope of Services

Click the box for which you are applying, both Inspection and Weighing can be selected

Service

Select whether Service Point is an Inspection or Weighing location or Both

State

Standard two letter state abbreviation

Title

Business title for the person (e.g., President, Manager)

Web Site

Website address for the Applicant (optional field)